

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 13

The attached Travel Transmittal Number 13 has been posted on the NOAA Travel Office (NTO) web page at <http://www.rdc.noaa.gov/~finance/travel1.htm>. Please visit our web page to view the NOAA travel regulations or to update your NOAA Travel Handbook (NTH). Travel Transmittal 13 provides updated aviation services information regarding authorization (NTH 301-2.5(c)), new reporting requirements, definitions (NTH 301-10.500 through 507), forms, and conference planning, as well as, updated foreign visa information. Chapter 301-2 is being republished due to realignment of cites.

Please contact Pat Oliver or Rachael Wivell in the NTO on (301) 413-3060 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 13

1. Filing Instructions for the NOAA Travel Handbook (NTH).

Replacement pages for your NTH are attached as follows:

Remove

Pages 300-4-1 through 300-4-2  
dated January 1, 2002

Pages 301-2-1 through 301-2-4  
dated January 1, 2002

Page 301-2-5  
dated February 1, 2003

Page 301-2-6  
dated January 1, 2002

Page 301-2-7  
dated February 1, 2003

Pages 301-2-8 through 301-2-22  
dated January 1, 2002

Insert

Pages 300-4-1 through 300-4-3  
dated March 1, 2003

Pages 301-2-1 through 301-2-4  
dated March 1, 2003

Page 301-2-5  
dated March 1, 2003

Page 301-2-6  
dated March 1, 2003

Page 301-2-7  
dated March 1, 2003

Pages 301-2-8 through 301-2-22  
dated March 1, 2003

Page 301-10-1  
January 1, 2002

Page 301-10-1  
dated March 1, 2003

Pages 301-10-7 and 301-10-8  
dated January 1, 2002

Page 301-10-7 through 301-10-9  
dated March 1, 2003

Page 301-74-2  
dated January 1, 2002

Page 301-74-2  
dated March 1, 2003

Page 306-5-1  
dated February 1, 2003

Page 306-5-1  
dated March 1, 2003

Page 306-7-9  
dated January 1, 2002

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dated March 1, 2003

2. Explanation of Changes. The attached pages update aviation services information regarding authorization (NTH 301-2.5(c)), new reporting requirements, definitions (NTH 301-10.500 through 507), forms, and conference planning, as well as, updated foreign visa information. Chapter 301-2 is being republished due to realignment of cites.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008  
MASC - Boulder----- (303) 497-6199  
CASC - Kansas City--- (816) 426-7543 x431  
EASC - Norfolk----- (757) 441-6897  
NOAA Travel Office-- (301) 413-3060

Attachments

## Attachment

**NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301**

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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**NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306**

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## DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

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**DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)**

**DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.**

**Part 301-51**

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**Part 301-52**

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**PART 300-4--TRAVEL FORMS**

The following blank forms have been printed on white paper so that they can be copied and used. Users of Travel Manager will use Travel Manager default forms when preparing travel authorizations and travel vouchers and non-users will use the Form CD-29, Travel Order, and the Form CD-370, Travel Voucher.

Sec.	
300-4(a)	<a href="#"><u>Citibank Government Cardholder Account Agreement</u></a>
300-4(b)	<b>Citibank Government Travel Card Instructions</b>
300-4(c)	<b>Citibank Government Travel Card Application</b>
300-4(d)	<b>Employee Acknowledgment Statement and Approving Official Certification Statement</b> <i>This form must accompany the Citibank Government Travel Card Application.</i>
300-4(e)	<b>Privacy Act Notice</b>
300-4(f)	<b>Citibank Government Purchase or Travel Card Maintenance Form</b> <i>This form is used when making changes to the Citibank Government travel card account.</i>
300-4(g)	<b>Fly America Act Justification Statement</b> <i>See FTR, Chapter 301-10.</i>
300-4(h)	(1) <b>Form CD-29, Travel Order</b> <i>See FTR, Chapter 301-2.</i> (2) <b>Travel Manager authorization default form (3 pages)</b>
300-4(i)	<b>Form CD-150, Request for Authorization of Travel/Moving Expense</b>
300-4(j)	<b>Form CD-210, Record of Gift or Bequest</b> <i>See FTR, Chapter 304-1.</i>

300-4(k)	<b>Form CD-224, Employee Claim for Loss of or Damage to Personal Property</b>
300-4(l)	<b>Form CD-334, Request for Approval of Extra Fare Air Accommodations</b> <i>See FTR, Chapter 301-10.</i>
300-4(m)	<b>Form CD-342, Record of Gifts and Decorations from Foreign Governments</b> <i>See FTR, Chapter 304-1.</i>
300-4(n)	<b>Form CD-369, Travel Advance</b> This form should only be necessary for invitational travel. NOAA employees are expected to obtain the Citibank Government travel card. <i>See NTR, Chapter 301-51.</i>
300-4(o)	(1) <b>Form CD-370, Travel Voucher</b> This form has a front and back. (2) <b>Travel Manager voucher default form</b> (3 pages)
300-4(p)	<b>Form CD-370, Travel Voucher Continuation Sheet</b>
300-4(q)	<b>Form CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station</b>
300-4(r)	<b>Form CD-372, Expense Record for Temporary Quarters</b>
300-4(s)	<b>Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses</b> This form must accompany the Form CD-210 whenever the payment exceeds \$250.

300-4(t)	<b>DS-11 Application for Passport</b>
300-4(u)	<b>DS-19 Passport Amendment/Validation Application</b>
300-4(v)	<b>DS-64 Statement Regarding Lost Or Stolen Passport</b> This form must accompany the DS-11
300-4(w)	<b>DS-82 Application For Passport By Mail</b> This form is used for renewals only
300-4(x)	<b>Individual Payment Profile Form</b>
300-4(y)	<b>NOAA Form 56-48 Request for Aircraft Support</b> <i>See NTR, Chapter 301-10.</i>
300-4(z)	<b>NOAA Form 56-56 Commercial Aviation Services Report</b>
300-4(aa)	<b>Relocation Expense Worksheet</b>
300-4(bb)	<b>Signature on File Form</b>
300-4(cc)	<b>Standard Form SF-1164, Claim for Reimbursement for Expenditures on Official Business (2 pages)</b> This form is available as a Travel Manager default form.

**PART 301-2--GENERAL RULES**

Sec.

- 301-2.1(a) What form do I use to authorize travel?
- 301-2.1(b) What is the difference between an authorizing official and an approving official as it relates to travel?
- 301-2.1(c) Who has the authority to authorize travel authorizations?
- 301-2.1(d) When must I have a travel authorization?
- 301-2.1(e) Where do I show leave on the travel authorization?
- 301-2.1(f) Can one travel authorization cover a group of individuals?
- 301-2.1(g) Are there any other exceptions to list more than one individual on a travel authorization?
- 301-2.1(h) How do I show changes to a travel authorization that has already been authorized, but travel has not taken place?
- 301-2.1(i) What should I do if I incur expenses that are not authorized on the travel authorization?
- 301-2.1(j) What is a blanket (limited open) travel authorization?
- 301-2.1(k) Can blanket travel authorizations be used for foreign travel?
- 301-2.1(l) Once my blanket travel authorization is authorized, do I need to have any other approval?
- 301-2.1(m) Can actual expenses be authorized on my blanket travel authorization?
- 301-2.1(n) What form do I use to claim travel expenses?
- 301-2.1(o) Who has the authority to approve travel vouchers?

**NOAA TRAVEL DELEGATIONS**

- 301-2.5 Who has the authority to authorize most types of travel, including:
  - 1) **premium class accommodations**, 2) **actual expense travel**, 3) **foreign travel**, 4) **acceptance of payment from a non-Federal source**, 5) **domestic/non-foreign travel**, 6) **permanent change of station (PCS) travel**, 7) **blanket travel**, and 8) **invitational travel**?
- 301-2.5(a) Who has the authority to authorize **premium-class accommodations** for both foreign and domestic/non-foreign travel?
- 301-2.5(a)(i) What form authorizes premium-class accommodations?
- 301-2.5(b) Who has the authority to authorize the use of **foreign air carriers**?
- 301-2.5(b)(i) Is there a standard statement I can use to authorize foreign air carriers?
- 301-2.5(c) Who has the authority to approve **charter aircraft services**?

- 301-2.5(d) Who has the authority to approve the use of **cash to pay for common carrier transportation exceeding \$100?**
- 301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?
- 301-2.5(e) Who has the authority to authorize the use of **extra-fare train service** for both foreign and domestic/non-foreign travel?
- 301-2.5(f) Who has the authority to authorize **travel by ship?**
- 301-2.5(g) Who has the authority to authorize a **rental car?**
- 301-2.5(h) Who has the authority to authorize payment of a **reduced per diem rate?**
- 301-2.5(i) Who has the authority to authorize **actual expenses for domestic/non-foreign travel?**
- 301-2.5(j) Who has the authority to authorize travel expenses related to **emergency travel?**
- 301-2.5(k) Who has the authority to authorize **transportation expenses related to threatened law enforcement/investigative employees and members of their family?**
- 301-2.5(l) Who has the authority to authorize **foreign travel?**
- 301-2.5(m) Who has the authority to authorize **acceptance of payment from a non-Federal source for travel expenses under \$25,000?**
- 301-2.5(m)(i) Who has the authority to authorize **acceptance of payment from a non-Federal source for travel expenses over \$25,000?**
- 301-2.5(m)(ii) Who has the authority to authorize **an in-kind donation for travel which exceeds by \$250 the value of an expenditure** (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)
- 301-2.5(m)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?
- 301-2.5(n) Who has the authority to authorize individual travel authorizations related to **attendance at a conference?**
- 301-2.5(o) Who has the authority to authorize **permanent change of station (PCS) travel for commissioned personnel?**
- 301-2.5(p) Who has the authority to authorize **domestic/non-foreign and permanent change of station (PCS) travel?**
- 301-2.5(q) Who has the authority to authorize **domestic/non-foreign blanket travel?**
- 301-2.5(r) Who has the authority to authorize **domestic/non-foreign invitational travel?**
- 301-2.5(s) Who has the authority to authorize **travel of an immediate family member to attend award ceremonies?**
- 301-2.5(t) Who has the authority to approve **group travel?**

## NOAA TRAVEL REGULATION

### Chapter 301–Travel Allowances

### TABLE OF CONTENTS

---

- 301-2.5(u) Who has the authority to approve **long-term apartment leases for lodging of multiple travelers on temporary duty?**
- 301-2.5(u)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?
- 301-2.5(u)(ii) What information must be maintained once a long-term apartment lease is completed?
- 301-2.5(v) Who has the authority to authorize **per diem within the vicinity of one’s official duty station or residence?**
- 301-2.5(w) Who has the authority to approve the **issuance of a travel advance to a NOAA employee?**
- 301-2.5(x) Who has the authority to **change policy and/or add travel delegations to the NOAA Travel Regulations?**
- 301-2.5(y) Who has the authority to request **exemptions from the mandatory use of the Citibank Government travel card?**
- 301-2.5(z) Who has the authority to authorize a **conference lodging allowance for a Government sponsored conference?**
- 301-2.5(aa) Who has the authority to authorize a **conference lodging allowance for a non-Government sponsored conference?**
- 301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?

#### NOAA TRAVEL Authorization NUMBER STRUCTURE

- 301-2.7 Who assigns travel authorization numbers?
- 301-2.8 What accounting codes are required on travel authorizations and trip authorizations?
- 301-2.9 What is the format for assigning a travel authorization number?
- 301-2.10 What types of travel should be entered in the fifth position of the travel authorization number?
- 301-2.11 How is a domestic/non-foreign single travel authorization number assigned?
- 301-2.12 How is a foreign single travel authorization number assigned?
- 301-2.13 How is a domestic/non-foreign blanket travel authorization number assigned?
- 301-2.14 How is a foreign blanket travel authorization number assigned?
- 301-2.15 Are blanket travel authorizations used for obligating travel funds?
- 301-2.16 How is a trip authorization number assigned?
- 301-2.17 How is a domestic/non-foreign PCS travel authorization number assigned?
- 301-2.18 How is a foreign PCS travel authorization number assigned?

**301-2.1(a) What form do I use to authorize travel?**

Users of Travel Manager will use the Travel Manager authorization default form when authorizing travel expenses. Non-users will use the Form CD-29, "Travel Order," when authorizing travel expenses.

*See NTR, Chapter 300-4(h)(1) for a blank Form CD-29, and NTR, Chapter 300-4(h)(2) for a blank Travel Manager authorization default form.*

**301-2.1(b) What is the difference between an authorizing official and an approving official as it relates to travel?**

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

**301-2.1(c) Who has the authority to authorize travel authorizations?**

Hard copy travel authorizations must be approved by an authorizing official from the funding office. NTR, Chapter 301-2.5 - 301-2.5 (aa) lists authorizing officials who may authorize travel authorizations. The person electronically approving a travel authorization in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel authorizations are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel authorizations, when electronically approved by the authorizing official, are binding.

For non-routing users, ITM is used for travel document preparation only and the resultant electronic travel authorizations are not binding. Electronic approval of non-routing travel authorizations is only to move the electronic travel authorization to the next processing point and can be performed by the creator of the travel authorization. This is temporary until everyone is able to electronically route travel authorizations.

For both routing and non-routing users, paper copies of travel authorizations must be signed by an authorizing official from the funding office and sent to the traveler's servicing finance office.

## NOAA TRAVEL REGULATION

### Chapter 301--Travel Allowances

301-2.1(h)

#### 301-2.1(d) When must I have a travel authorization?

You must have a travel authorization when one or more of the following applies to your TDY travel:

- (i) travel exceeds one calendar day (24 hour period);
- (ii) travel exceeds 12 hours and per diem is incurred;
- (iii) common carrier transportation for travel is required;
- (iv) a traveler will incur travel expenses at no cost to NOAA (zero (\$0) dollar travel authorization\*), when an outside source or another Federal agency prepays all travel expenses and NOAA is charged nothing.

*See NTR, Chapter 301-2.1(n) for \* zero (\$0) dollar travel vouchers; and 301-11.1(a)(i) for more information on per diem entitlements.*

#### 301-2.1(e) Where do I show leave on the travel authorization?

Leave in conjunction with official travel (before, during, or after), must be

shown in the “General Itinerary” and “Other Authorizations” section of the Travel Manager authorization default form, or “Remarks” section of the travel order. Personal points of travel must never be shown on travel authorizations.

#### 301-2.1(f) Can one travel authorization cover a group of individuals?

No, travel authorizations (including blanket travel authorizations and trip authorizations) must be for a single traveler only.

#### 301-2.1(g) Are there any other exceptions to list more than one individual on a travel authorization?

Yes, travel authorizations can cover more than one individual for award ceremony travel, home leave travel, and permanent change of station travel. In these cases, only one travel voucher will be filed for reimbursement.

*See DOC Travel Handbook, Chapter 301-1.102(b)(8).*

#### 301-2.1(h) How do I show changes to a travel authorization that has already been approved, but travel has not taken place?

You should complete an amended travel authorization. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days. Amendments will completely replace original travel authorizations and will include all costs for the trip.

**301-2.1(i) What should I do if I incur expenses that are not authorized on the travel authorization?**

After travel, expenses that are not authorized on the travel authorization must be post-approved in the remarks section of the travel voucher using the following: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

*See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(aa) for expenses that require specific authorization.*

**301-2.1(j) What is a blanket (limited open) travel authorization?**

A blanket travel authorization is issued to pre-authorize multiple trips which cannot be scheduled in advance. Blanket travel authorizations:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel authorization;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel authorization (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

**301-2.1(k) Can blanket travel authorizations be used for foreign travel?**

Yes. Blanket travel authorizations may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

**301-2.1(l)      Once my blanket travel authorization is authorized, do I need to have any other approval?**

Yes. All travel accomplished through blanket travel authorizations must be covered by individual trip authorizations. Users of Travel Manager will use the Travel Manager authorization default form for authorizing trips accomplished through blanket travel authorizations. Non-users will use the NOAA Form 42-5, "Trip Authorization," for authorizing trips accomplished through blanket travel authorizations.

Each trip accomplished through blanket travel authorizations must be authorized by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies.

**301-2.1(m)      Can actual expenses be authorized on my blanket travel authorization?**

No. Actual expenses cannot be authorized on blanket travel authorizations. Actual expenses can only be authorized on individual travel authorizations, including trip authorizations, authorized at the level of authority cited in *NTR, Chapter 301-2.5(i)*.

**301-2.1(n)      What form do I use to claim travel expenses?**

Users of Travel Manager will use the Travel Manager voucher default form when claiming travel expenses or submitting a zero (\$0) dollar travel voucher to close out the travel authorization when there is no cost for travel. Non-users will use the Form CD-370, "Travel Voucher," when claiming travel expenses or submitting a zero (\$0) dollar travel voucher.  
*See NTR, Chapter 300-4(o)(1) for a blank Form CD-370, and NTR, Chapter 300-4(o)(2) for a blank Travel Manager voucher default form.*

**301-2.1(o) Who has the authority to approve travel vouchers?**

Hard copy travel vouchers may be approved by the employee's approving official as long as the hard copy travel authorization has been authorized by the authorizing official from the funding office and post-approved expenses on the travel voucher have been authorized by the authorizing official from the funding office in the remarks section of the travel voucher. See NTR 301-2.1(i) for expenses not authorized on the travel authorization. The person electronically approving a travel voucher in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel vouchers are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel vouchers when electronically approved by the approving official are binding. Electronic travel vouchers may be signed by an approving official from the traveler's office as long as the hard copy travel authorization has been approved by the authorizing official from the funding office.

For non-routing users, the electronic approval of travel vouchers is performed by the traveler's servicing finance office only. This is temporary until everyone is able to electronically route travel vouchers.

For both routing and non-routing users, paper copies of travel vouchers must be signed by an approving official and sent to the traveler's servicing finance office.

- 301-2.5      Who has the authority to authorize most types of travel, including:**  
**1) premium class accommodations, 2) actual expense travel, 3) foreign travel,**  
**4) acceptance of payment from a non-Federal source, 5) domestic/non-**  
**foreign travel, 6) permanent change of station (PCS) travel, 7) blanket travel,**  
**and 8) invitational travel?**

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize the types of travel listed above:

Under Secretary and Administrator  
Assistant Secretary and Deputy Administrator  
Deputy Under Secretary  
Executive Director to the Deputy Under Secretary  
Director, Public, Constituent and Intergovernmental Affairs  
Director, Education and Sustainable Development  
Director, Strategic Planning  
Director, Legislative Affairs  
Director, International Affairs  
General Counsel  
Director, NOAA Marine and Aviation Operations  
Director, Commissioned Personnel Center  
Director, Marine Operations Center  
Director, Aircraft Operations Center  
Chief Financial Officer/Chief Administrative Officer  
Chief Information Officer  
Federal Coordinator, Office of the Federal Coordinator for Meteorological  
    Services and Supporting Research  
Deputy Directors, Staff Offices  
Assistant Administrators  
Deputy Assistant Administrators

The following travel arrangements (301-2.5(a) - 301-2.5(aa)) require specific authorization or prior approval:

**301-2.5(a) Who has the authority to authorize premium-class accommodations for both foreign and domestic/non-foreign travel?**

Officials listed in *NTR, Chapter 301-2.5*  
Executive Director, OAR  
*See FTR, Chapter 301-10.121 - 301-10.124.*

**301-2.5(a)(i) What form authorizes premium-class accommodations?**

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel authorization must be submitted to the NOAA Travel Office whenever first-class travel is authorized.  
*See NTR, Chapter 300-4(l) for a blank Form CD-334.*

**301-2.5(b) Who has the authority to authorize the use of foreign air carriers?**

The authorizing official who authorized the travel authorization.  
*See FTR, Chapter 301-10.131 - 301-10.143.*

**301-2.5(b)(i) Is there a standard statement I can use to authorize foreign air carriers?**

Yes. *See NTR, Chapter 300-4(g) for a blank copy of the Fly America Act justification statement.*

**301-2.5(c) Who has the authority to approve charter aircraft services?**

*See NTR, Chapter 301-10.500 - 301-10.507.*

**301-2.5(d) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?**

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Systems and Policy Division, Finance Office, or the Directors, Administrative Support Centers (ASC).  
*See FTR, Chapter 301-51.100 - 301-51.102.*

**301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?**

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:  
-A copy of the travel authorization;  
-A copy of the passenger's ticket coupon; and  
-Original travel voucher or reclaim travel voucher.

**301-2.5(e) Who has the authority to authorize the use of extra-fare train service for both foreign and domestic/non-foreign travel?**

Officials listed in *NTR, Chapter 301-2.5*  
Executive Director, OAR  
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Director, National Sea Grant College Program, OAR  
Director National Undersea Research Program, OAR  
Director, Office of Global Programs, OAR  
*See FTR, Chapter 301-10.160 - 301-10.164.*

**301-2.5(f) Who has the authority to authorize travel by ship?**

The authorizing official who authorized the travel authorization.  
*See NTR, Chapter 301-11.101(b)(i) - 301-11.101(b)(v).*

**301-2.5(g) Who has the authority to authorize a rental car?**

The authorizing official who authorized the travel authorization.  
*See FTR, Chapter 301-10.450 - 301-10.453.*

**301-2.5(h) Who has the authority to authorize payment of a reduced per diem rate?**

The authorizing official who authorized the travel authorization.  
*See FTR, Chapter 301-11.200.*

**301-2.5(i) Who has the authority to authorize actual expenses for domestic/non-foreign travel?**

Officials listed in *NTR, Chapter 301-2.5*  
OFA Office Directors  
Directors, All NWS Headquarters Offices  
Directors, All NWS Regions  
Director, NWS Training Center  
Director, NWS National Data Buoy Center  
Executive Director, OAR  
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Director, National Sea Grant College Program, OAR  
Director, National Undersea Research Program, OAR  
Director, Office of Global Programs, OAR  
Regional Administrators, NMFS  
Science Directors, NMFS  
Office Directors and Deputies, NMFS  
Laboratory Directors, NMFS  
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)  
CFO/CAO, NESDIS  
CIO, NESDIS  
Director, Integrated Program Office, NESDIS  
Director, Office of Satellite Operations, NESDIS  
Director, Office of Satellite Data Processing and Distribution, NESDIS  
Director, Office of Research and Applications, NESDIS  
Director, Office of Systems Development, NESDIS  
Director, National Climatic Data Center, NESDIS  
Director, National Oceanographic Data Center, NESDIS  
Director, National Geophysical Data Center, NESDIS  
*See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 -301-11.311.*

## NOAA TRAVEL REGULATION

### Chapter 301--Travel Allowances

301-2.5(m)

**301-2.5(j) Who has the authority to authorize travel expenses related to emergency travel?**

The authorizing official who authorized the travel authorization.  
*See FTR, Chapter 301-30.*

**301-2.5(k) Who has the authority to authorize transportation expenses related to threatened law enforcement/investigative employees and members of their family?**

The authorizing official who authorized the travel authorization.  
*See FTR, Chapter 301-31.*

**301-2.5(l) Who has the authority to authorize foreign travel?**

Officials listed in *NTR, Chapter 301-2.5*

CFO/CAO, NWS

Director of the Office of Strategic Planning and Policy, NWS

CIO, NWS

Directors, Financial Management Centers, NWS

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
- Foreign travel for the Director, Aircraft Operations Center, will be authorized by the Director, Office of Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

*(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)*

**301-2.5(m) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$25,000?**

Directors, Financial Management Centers

*See NOAA Finance Handbook, Chapter 4, Section 15, and FTR, Chapter 304.*

**301-2.5(m)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?**

Secretary of Commerce

**301-2.5(m)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)**

Chief Financial Officer and Assistant Secretary for Administration, DOC

**301-2.5(m)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?**

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

*See NTR, Chapter 300-4 for blank forms.*

**301-2.5(n) Who has the authority to authorize individual travel authorizations related to attendance at a conference?**

The authorizing official who authorized the travel authorization.

**301-2.5(o) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?**

Under Secretary and Administrator  
Assistant Secretary and Deputy Administrator  
Deputy Under Secretary  
Director, NOAA Corps

**301-2.5(p) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?**

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to authorize domestic/non-foreign and PCS travel.

For more information on this listing, call your Line or Staff Office.

*(All requests for domestic travel will be authorized and processed in accordance with FTR, Chapter 301, DOC Travel Handbook, Chapter 301, and NTR, Chapter 301. All requests for permanent change of station travel will be authorized and processed in accordance with FTR, Chapter 302, DOC Travel Handbook, Chapter 302, and NTR, Chapter 302.)*

**301-2.5(q) Who has the authority to authorize domestic/non-foreign blanket travel?**

Officials listed in *NTR, Chapter 301-2.5*  
Directors, All NWS Headquarters Offices  
Directors, All NWS Regions  
Director, NWS Training Center  
Director, NWS National Data Buoy Center  
Executive Director, OAR  
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR  
Director, National Sea Grant College Program, OAR  
Deputy Director, National Sea Grant College Program, OAR  
Director, National Undersea Research Program, OAR  
Director, Office of Global Programs, OAR  
Deputy/Assistant Director, Office of Global Programs, OAR  
Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Regional Administrators, NMFS  
Science Directors, NMFS  
Office Directors and Deputies, NMFS  
Chief of Enforcement and Deputy, NMFS  
Directors, Center for Operational Oceanographic Products and Services, NOS  
Director, Office of Response and Restoration, NOS  
Chief, Hazardous Materials Response Division, NOS  
Chief, Coastal Protection and Restoration Division, NOS  
Director, National Centers for Coastal Ocean Science, NOS  
Director, Office of National Geodetic Survey, NOS  
Director, Office of Coast Survey, NOS  
Director, Office of Aeronautical Charting and Cartography, NOS  
*See DOC Travel Handbook, Chapter 301-1.102(a)(2), and NTR, Chapter 301-2.1(j) - 301-2.1(m).*

**301-2.5(r) Who has the authority to authorize domestic/non-foreign invitational travel?**

Officials listed in *NTR, Chapter 301-2.5*  
Directors, All NWS Headquarters Offices  
Directors, All NWS Regions  
Director, NWS Training Center  
Director, NWS National Data Buoy Center  
Executive Director, OAR  
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR  
Director, National Sea Grant College Program, OAR  
Deputy Director, National Sea Grant College Program, OAR  
Director, National Undersea Research Program, OAR  
Director, Office of Global Programs, OAR  
Deputy/Assistant Director, Office of Global Programs, OAR  
Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Regional Administrators, NMFS  
Science Directors, NMFS  
Office Directors and Deputies, NMFS  
Laboratory Directors, NMFS  
Chief of Enforcement and Deputy, NMFS  
Special Agents in Charge, NMFS  
Division Chiefs, NMFS  
Director, NOAA Coastal Services Center, NOS  
Program Manager, NOAA Coastal Services Center, NOS  
Director, Center for Operational Oceanographic Products and Services, NOS  
Director, National Centers for Coastal Ocean Science, NOS  
Director, Center for Coastal Environmental Health and Biomolecular Research at  
Charleston, NOS  
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS  
Director, Office of Response and Restoration, NOS  
Chief, Hazardous Materials Response Division, NOS  
Chief, Coastal Protection and Restoration Division, NOS  
*See FTR, Chapter 301-1.2 - 301-1.3, and NTR, Chapter 301-1.2(c)(1) - 301-1.4.*

**301-2.5(s)      Who has the authority to authorize travel of an immediate family member to attend award ceremonies?**

Under Secretary and Administrator  
Assistant Secretary and Deputy Administrator  
Deputy Under Secretary  
*See DOC Travel Handbook, Chapter 301-1.102(b)(8).*

**301-2.5(t)      Who has the authority to approve group travel?**

1) Domestic/non-foreign group travel: Memoranda of request for groups of fifteen or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator;

2) Foreign and non-foreign group travel: Memoranda of request for groups of eight or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator.  
*See DOC Travel Handbook, Chapter 301-1.102(b)(7).*

**301-2.5(u)      Who has the authority to approve long-term apartment leases for lodging of multiple travelers on temporary duty?**

Memoranda of request for long-term apartment leases for lodging of multiple travelers on temporary duty must be submitted to and pre-approved by the Chief, Financial Systems and Policy Division, Finance Office.

**301-2.5(u)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?**

- Lease period,
- Expected frequency of use,
- Cost/savings analysis justification, and
- Expected savings for lease period.

**301-2.5(u)(ii) What information must be maintained once a long-term apartment lease is completed?**

- The occupying traveler's name,
- Dates of occupancy, and
- Copies of travel authorizations.

These records must be submitted to the NOAA Travel Office with requests for lease renewals.

**301-2.5(v) Who has the authority to authorize per diem within the vicinity of one's official duty station or residence?**

The authorizing official who authorized the travel authorization.

*See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii) for circumstances in which an approving official **may** authorize per diem within the vicinity of one's official duty station or residence.*

**301-2.5(w) Who has the authority to approve the issuance of a travel advance to a NOAA employee?**

Memoranda of request for the issuance of travel advances to NOAA employees must be submitted to and approved by the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division of your servicing finance office.

*See NTR, Chapter 301-51 for regulations regarding the issuance of travel advances to NOAA employees, and NTR, Chapter 300-4(n) for a blank Form CD-369.*

**301-2.5(x)      Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?**

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

**301-2.5(y)      Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?**

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Staff Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO/CAO. The NOAA CFO/CAO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).  
*See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.*

**301-2.5(z) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?**

Officials listed in NTR, Chapter 301-2.5  
OFA Office Directors  
Directors, All NWS Headquarters Offices  
Directors, All NWS Regions  
Director, NWS Training Center  
Director, NWS National Data Buoy Center  
Executive Director, OAR  
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR  
Director, National Sea Grant College Program, OAR  
Director, National Undersea Research Program, OAR  
Director, Office of Global Programs, OAR  
Regional Administrators, NMFS  
Science Directors, NMFS  
Office Directors and Deputies, NMFS  
Laboratory Directors, NMFS  
Chief of Enforcement and Deputy, NMFS  
CFO/CAO, NESDIS  
CIO, NESDIS  
Director, Integrated Program Office, NESDIS  
Director, Office of Satellite Operations, NESDIS  
Director, Office of Satellite Data Processing and Distribution, NESDIS  
Director, Office of Research and Applications, NESDIS  
Director, Office of Systems Development, NESDIS  
Director, National Climatic Data Center, NESDIS  
Director, National Oceanographic Data Center, NESDIS  
Director, National Geophysical Data Center, NESDIS  
*See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.*

**301-2.5(aa) Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?**

The authorizing official who authorized the travel authorization.  
*See NTR, Chapter 301-74 for regulations regarding conference planning.*

**301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?**

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

**301-2.7 Who authorizes foreign and domestic travel for Assistant Administrators (AAs), Deputy Assistant Administrators (DAA’s), and Staff Office Directors?**

For political employees, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Staff Office Directors. For career employees, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Staff Office Directors.

**NOAA TRAVEL Authorization NUMBER STRUCTURE**

**301-2.8 Who assigns travel authorization numbers?**

Each Line and Staff office is responsible for assigning all travel authorization numbers.

**301-2.9 What accounting codes are required on travel authorizations and trip authorizations?**

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s). Object classification codes are automatically assigned for users of Travel Manager. See the following Internet site to convert FIMA accounting codes to CAMS accounting codes: [Http://titan.rdc.noaa.gov/~cams/ConvertFIMA.html](http://titan.rdc.noaa.gov/~cams/ConvertFIMA.html) For non-users, NOAA object classification codes will be shown in block 11 of the travel authorization. NOAA object classification codes are found at the following Internet site: <http://www.rdc.noaa.gov/~finance>.

**Part 301-10-TRANSPORTATION EXPENSES**

**Subpart B--Common Carrier Transportation**

Sec.

301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

**Subpart D--Privately-Owned Vehicle (POV)**

Sec.

301-10.302(a) What are the one-way mileage distances for the Washington Metropolitan area?

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

**Subpart E--Special Conveyances**

Sec.

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

**Subpart F--Commercial Aviation Services (CAS)**

Sec.

301-10.500 What services are included under CAS and what are the reporting requirements?

301-10.501 What is the definition of a contracted (leased) aircraft?

301-10.502 What is the definition of charter aircraft?

301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?

301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?

301-10.505 What is the definition of a rental aircraft?

301-10.506 What is the definition of a privately-owned aircraft?

301-10.507 When can a privately-owned aircraft be authorized?

**Subpart F–Commercial Aviation Services (CAS)**

**301-10.500 What services are included under CAS and what are the reporting requirements?**

Services included under CAS are:

- (a) Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
- (b) Chartering or renting aircraft for exclusive use;
- (c) Contracting for full services (i.e., aircraft and related aviation services for exclusive use:) or obtaining full services through an inter-service support agreement (ISSA); or
- (d) Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

Note: Official travel on scheduled air carrier is not a “commercial aviation service.”

The reporting requirements require that all CAS, of any dollar value, be reported to the Office of Marine and Aviation Operations (OMAO) Program Services and Outsourcing Division, 1315 East West Highway, SSMC#3, Room 12782, Silver Spring, Maryland 20910, using NOAA Form 56-56, Commercial Aviation Services Report. OMAO may be contacted on (301) 713-1045. (Authority: 41 CFR 102-33, Management of Government Aircraft; NAO 216-104, Management and Utilization of Aircraft.)

**301-10.501 What is the definition of a contracted (leased) aircraft?**

A leased aircraft is defined as an aircraft hired under a commercial contractual agreement in which an executive agency has exclusive use of the aircraft for an agreed upon period of time. The acquiring executive agency operates and maintains the aircraft. Leased aircraft are hired as CAS.

**301-10.502 What is the definition of charter aircraft?**

A charter aircraft is defined as an aircraft that an executive agency hires commercially under a contractual agreement specifying performance, including pilots and flight crew, and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.

**301-10.503     How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?**

A NOAA Form 56-48, Request for Aircraft Services, must be submitted to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and an OMAO Assigned Clearance number issued before an agreement can be completed. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services under \$2,500 can be procured on the Citibank Government travel card. A copy of the NOAA Form 56-48, the OMAO Assigned Clearance Number and Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

**301-10.504     How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?**

Prior approval is required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized by submitting a NOAA Form 56-48 (Request for Aircraft Support) to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and obtaining an OMAO Assigned Clearance Number. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services, under \$2,500 for field party activities, can be procured on the Citibank Government travel card. The original NOAA Form 56-48 with the OMAO Assigned Clearance Number annotated, and a copy of the Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Charter aircraft services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

**301-10.505    What is the definition of a rental aircraft?**

Rental aircraft is defined as an aircraft hired commercially under an agreement in which the executive agency has exclusive use of the aircraft for an agreed upon period of time. The executive agency operates, but does not maintain a rental aircraft.

**301-10.506    What is the definition of a privately-owned aircraft?**

A privately-owned aircraft is defined as an aircraft owned by a NOAA traveler who is then reimbursed on a mileage basis per FTR, 301-10.303.

**301-10.507    When can a privately-owned aircraft be authorized?**

A privately-owned aircraft may be authorized in accordance with FTR, Chapter 301-10.303, and NOAA Administrative Order 216-104, “Management and Utilization of Aircraft.” Additionally, NWS employees must also adhere to the National Weather Service Instruction 10-808, Operations and Services NWSPD 10-8, Aviation Weather Services Designed Pilot Program.

**301-74.11(a) When can we provide light refreshments at a conference?**

Light refreshments can only be provided for attendees in a temporary duty status.

**301-74.11(b) How do we pay for light refreshments at a conference?**

Light refreshments can be procured by either the Citibank purchase card, or convenience checks, but cannot be purchased on the individual Citibank Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.

**PART 306-5-Official Passports**

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- 306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?
- 306-5.2 What is the lead-time requirement for processing an official passport?
- 306-5.3 Do I provide a justification if there is not enough lead-time to process my official passport?
- 306-5.4 How do I apply for an official passport?
- 306-5.5 What are the passport photo requirements?
- 306-5.6 What form do I use when I need to make changes to my official passport?
- 306-5.7 What form do I use if my official passport is lost or stolen?
- 306-5.8 Where do I obtain passport forms for official travel?
- 306-5.9 What do I do with my official passport when I return from official travel?
- 306-5.10 What do I do with my official passport upon leaving Government service?
- 306-5.11 Can I keep my official passport for a souvenir?

**306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?**

Yes. All NOAA employees traveling to a foreign country on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport is not required for travel to Taiwan, Alaska, Hawaii, Johnston Atoll, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands of the U.S., Wake Island, Bermuda, Bahamas, Kwajalein, and all possessions of the United States. The NTO strongly urges employees to carry birth evidence when traveling to the before-mentioned destinations to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence.

**306-5.2 What is the lead-time requirement for processing an official passport?**

The lead-time requirement for processing an official passport is 4 to 6 weeks and is dictated by the Department of State.

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ALBANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>AMERICAN SAMOA</u>	NO VISA REQUIRED
<u>ANDORRA</u>	SEE FRANCE
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA &amp; BARBUDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the applicable travel management center (TMC). In cases where electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456
<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS